Town Accountant: V. Jenkins  
Selectman: F. Dillon, W. Nordblom, J. Saball, V. Woods

The meeting was called to order at 7:00 P.M. with the Chair, Steve Webber, presiding.

Reserve Fund Transfers

- **Motion:** G. Boles moved, J. Cochran seconded to approve the transfer of $499.00 from the Reserve Fund to Municipal Building Wages. Vote 7-0-1 (Walsh)
- **Motion:** A. Walsh moved, S. Shuman seconded to approve the transfer of $395.00 from the Reserve Fund to Town Clerk Office Wages. Vote 8-0.

Joint Meeting with Selectmen

- Discussed the concept of having Town Department Heads use Zero-based Budgeting for FY2005 calculations.
  - 1. A workshop would be needed to educate Town Officials and Department Heads.
  - 2. All costs would be tracked.
  - 3. Money would be spent achieving the goals of the Departments.
  - 4. How would we start the process and enforce it?
  - 5. The Reserve Fund may need to be increased for unforeseen contingencies.

  - Action Item: Bring someone in with municipal budget experience to give a workshop to Town employees.
  - Action Item: Find out what other towns are doing.

Minutes

- **Motion:** A. Walsh moved, J. Cochran seconded to accept the minutes of the June 29, 2004 meeting. Vote 8-0.

Respectfully submitted,

Stuart J. Shuman
Recording Secretary